Job Evaluation Form Sample for Administrative Positions

This **job evaluation form sample** for administrative positions helps organizations systematically assess job roles based on key criteria such as responsibilities, skills, and work environment. It ensures consistent and fair evaluation to support effective HR decisions. Using this form streamlines the process of comparing administrative roles across the company.

Position Details

Job Title	
Department	
Supervisor	
Date	

Evaluation Criteria

Criterion	Description	Rating (1-5)	Comments
Job Responsibilities	Complexity, variety, and scope of tasks	1	
Required Skills	Technical, organizational, and interpersonal skills needed	1	
Decision Making	Level and importance of decisions made	1	
Supervision Received	Amount of direction and guidance provided	1	
Work Environment	Complexity, pressures, and conditions of the job	1	

Overall Evaluation & Recommendations

Summary	
Recommendations	

Submit Evaluation